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**From:** Fausett, Gary (DPH)  
**Sent:** Wednesday, May 04, 2011 9:53 AM  
**To:** Doan, Kimberly (DPH); Chen, Karen (DPH); Albrecht, Michael S (DPH); Farris, Michael (DPH); Gonzalez, Yvonne (DPH); Halpern-Smith, Frederic; Konomi, Raimond (DPH); Smole, Sandra (DPH); Elvin, Paul (DPH); Noonan, Corrie (DPH); Kazianis, Arthur (DPH); Hennigan, Dennis (DPH); Holland, James (DPH); Ahern, Maureen (DPH); Belanger, Peter (DPH); Greer, Garry (DPH); Bird, Ciranna (DPH); Hemsworth, Meghan (DPH); Connolly, Lawrence; Davenport, Russell (DPH); Stiles, Tracy (DPH); Swanson, Tanya (DPH); Gauthier, Cheryl (DPH); Piro, Peter (DPH); Salemi, Charles (DPH); Hanchett, James (DPH); Rubin, Alan (DPH); Jacobsen, Patricia (DPH); Nassif, Julianne (DPH); Jenner, Jennifer (DPH); Kane01, Peter (DPH); Noddin, Linwood (DPH); Servizio, Paul (DPH); Cheng, Gloria (DPH); Clemmer, Jill (DPH); Hannon, Bruce (DPH); Gu, Jane X. (DPH); Han, Linda (DPH); Caloggero, Dina (DPH)  
**Cc:** McGuire, Thomas M (DPH); Danforth, Deborah (DPH)  
**Subject:** Purchasing closing  
  
**Importance:** High

Although we sort of, in theory, kind of have a couple more weeks for small orders, downtown really wants encumbering to close this week. If at all possible, please place all remaining orders for FY11 TODAY. After today, no orders for \$25,000 or more will be accepted at all unless there is a dire emergency. Not planning appropriately is not a dire emergency, by the way. If you have any questions, just give me a call. If you have issues with this, please call Debbie Danforth at x6231.

--Gary